What You Need To…
Group Home (SGL)

C.A.R.S. Locations

Parke Center / C.A.R.S. Corporate Office
- 201 North Dormeyer Avenue – Rockville, IN – Parke County

Brazil Group Home Day Service Site
- Clay Center – 800 West Jackson Street – Brazil, IN – Clay County

Clinton Group Home Day Service Site
- Terre Haute Center – 2901 Ohio Blvd – Terre Haute, IN – Vigo County

Kingman Group Home (and) Rockville Group Home Day Service Site
- Shawnee Center – 45 East 650 North – Attica, IN – Fountain County

What You Need To Know… SGL Group Homes

Information about SGL Group Homes
- SGL – Supervised Group Living
- Group Homes are considered a long-term care facility
- Group Homes are overseen by the Bureau of Disability Services (BDS)
- Group Home are regulated by the Indiana State Department of Health (IDOH)

Day Services
- As a resident of a Group Home, you will be expected to attend Day Services throughout the week… Monday thru Friday 8am to 4pm.
- Your Day Service site is based on the Group Home you live in (as listed above).
- If you currently have a job (or) if you are interested in finding a job, you will need to let your team know this information.

Therapeutic Leave / Out of House
- You are allowed to leave the group home with your family / friends at any time.
  - You can leave for the day (or) for an overnight.
  - It is recommended you let your House Manager and staff know your plans ahead of time.
- If there is anyone in your life that you are NOT allowed to contact, visit and/or leave the Group Home with… your House Manager and staff need to know this information.
- You are allowed to be out of the group home for a total of 60 overnights throughout the calendar year.
- If you are admitted to a hospital or a skilled nursing facility, for any reason, you are only allowed to be out of the group home for 14 consecutive overnights.
- If you do not return to the group home by 15th night – the State of Indiana can automatically discharge you from the group home.
  - Re-admission back into the group home will be determined by the CEO and must be approved by the BDS office.

Visitors in Your Home

- The Group Home is YOUR Home… You have the right to have visitors in your home.
- Visitors are allowed in the group home between 7:00am to 9:00pm. These hours have been set to provide you and your housemate's privacy and quiet time during sleep hours.
- You have the right to refuse a visitor into your home. If at any time a visitor in your home makes you feel uncomfortable – inform staff immediately.

Your Home / Bedroom

- You have the right to have a key (or) know the key code to your home.
- You have the right to have a key to your bedroom door and keep your bedroom door locked.
- Since C.A.R.S. encourages you to respect everyone's "personal space" – you are encouraged to stay out of your housemate's bedrooms.
- Staff is required to knock and obtain permission before they enter your bedroom – except in cases of an emergency.

House Responsibilities

- The Group Home is YOUR Home… You and your housemates will share the responsibility of keeping the house clean.
- You will be assigned household chores. Staff are in the home to assist you with these chores … Not to do them for you.
- You will be encouraged to keep your bedroom clean for safety purposes.

Dietary Services

- A contracted Registered Dietician is responsible for overseeing a well-balanced menu for you and your housemates.
- Depending on your health status – it may be recommended that you follow a diet that meets your health needs.

Nursing Services

- A full time Agency Nurse is responsible for overseeing your health, medical and pharmaceutical needs as well as coordinate medical appointments with appropriate physicians.
- Per Group Home regulations, the following medical items are required – including but not limited to…

TB Test	Admission	Annually
Physical Exam by Physician	Admission - 48 hrs. before / 24 hrs. after	Annually
Physical Exam by Agency Nurse	Admission	Every other month
Dental Exam	Admission	Every 6 months (or) Annually
Eye Exam	Admission	Every 2-3 years
Hearing Exam	Admission	Every 2-3 years

Medications

- All C.A.R.S. employees who administer medication have successfully completed Core A/B training.
- Staff will assist you with your medication – as deemed appropriate.
- Assistance may include but is not limited to:
  - Keeping your medications secure
  - Advocating for your medication needs
  - Assisting with administering your medications
- You have the right to choose not to take your medication. If you choose not to take your medication:
  - Staff will remind you of the side effects from not taking your medication.
  - Staff will notify your IST team.
  - C.A.R.S. will submit a report to the State of Indiana (per regulations).

Disaster Drills / Evacuation to a Safe Location

- In order to be prepared for an emergency, you will be asked to participate in disaster drills within your home. Drills are scheduled each month at various times including in the middle of the night.
- Drills may include Fire Drill, Tornado Drills and Vehicle Drills.
- In the event of an extended emergency such as a power outage or structure damage, you may need to be relocated from your home to an appropriate alternative housing such as a motel.

Tobacco Products

- All C.A.R.S. Group Homes and agency vehicles are tobacco / smoke-free.
- Within your home - - you are encouraged to be respectful of your housemates that are non-smokers and use your tobacco product in designated areas only.
- While in the community - - you are encouraged to be respectful of non-smokers and always follow no-smoking signs within the community.

House Phone / Cell Phone

- The House phone can be used by anyone in the home.
  - You can receive calls (and) can call out on the house phone
  - You will be expected to limit your time on the house phone as this phone is to be used by everyone.
    - Time limits will be set by the House Manager
- Within your home / community - - you are encouraged to be respectful of your housemates and others when using your cell phone… including but limited to:
  - Turn cell phone to silent / vibrate – especially in the community at locations meant to be quiet such as library, museum, theatres, medical offices, etc.
  - Do not scream while talking on a cell phone – speak in a lower-than-normal voice
  - Do not use cell phone to take a picture/video of someone without their permission
  - Sexting is not permitted at C.A.R.S. and/or in the community

Electronic Devices

- Electronic devices may include but is not limited to:
  - Tablet / Laptop - Music Playing Device
  - Handheld Gaming Device - Gaming Device
- You maybe responsible for paying for your own internet within the home. This can be discussed during your intake meeting
- Within your home / community - - you are encouraged to be respectful of your housemates and others.
- Showing respect / following cell phone etiquette may include but is not limited to:
  - Turn electronic device to silent – especially in the community at locations meant to be quiet – library, museum, theatres, medical offices, etc.
  - Do not use electronic device to take a picture/video of someone without their permission
  - Do not scream, get upset or angry while using your electronic device

Disruptive Behavior

- Disruptive behavior is discouraged in the group home.
- Disruptive behavior can be defined as any behavior that negatively affects a person, group of people and/or an environment.
- Disruptive behavior may include but is not limited to:
  - Bullying, provoking, mocking and/or intimidating peers or staff members
  - Demonstrating physical and/or verbal aggression to self, peers or staff members
  - Swearing, screaming, name calling
  - Throwing objects, damaging property

Borrowing / Lending

- You are encouraged not to borrow money or items from your housemates or staff.
- You are also encouraged not to lend money or items to your housemates or staff.
- Items may include but is not limited to:
  - Money / DVD / CD / Clothing / Jewelry / Personal items
  - Electronic devices (Cell phone / Tablets / Gaming devices / etc.)

Theft / Property Destruction

- You are encouraged to be respectful of property, food and/or beverages that belong to others while in your home and/or in the community.
- If you take an item that does not belong to you – you will be asked to return the item to the owner.
- If you take, damage, eat and/or drink an item that does not belong to you – you may be asked to replace the item using your own money.
- If the item(s) you take or damage is valuable (within the Group Home and/or within the community) police may have to be involved.

Your Belongings

- You are encouraged to keep your personal items in your bedroom.
- You will be given a locker to keep your personal snacks in.
    - You will be allowed to have your own key to this locker.

Finances / Benefits / Liability

- Staff will assist you in becoming as independent with your finances as possible
    - Counting your money - Making purchases
    - Using a Debit card - Budgeting skills
- You will have a personal petty cash fund in the group home office. This is your money and will be kept secure until you are ready to use it.
- If you (or guardian) choose for C.A.R.S. to be your Social Security Rep Payee…
    - The Benefits Coordinator will assist you with overseeing your Medicaid, Medicare, SSI, SSDI, etc. as well as any employment income you may have.
- If you (or guardian) choose to remain as your own Social Security Rep Payee…
    - You (or guardian) will be required to review and sign a Financial Responsibility Acknowledgement Form
- Based on the type of Social Security you receive, you may be required to pay "Liability" each month to C.A.R.S.
    - Liability – room & board

If You Receive SSI…

- Your SSI will be reduced to $30.00 per month because…
    - Your SSA Living Category will be updated to Category D because…
        - Medicaid will pay more than 50% of your care cost
    - You will NOT be required to pay a Liability to C.A.R.S.
- You may also receive $22.00 per month from the state (Personal Needs Allowance)

If You Receive SSDI…

- Your SSDI will remain the same each month
    - You will pay a Liability to C.A.R.S. based on your SSDI amount
    - Liability Amount (usually) equals… SSDI (minus) $52.00
        - You receive $52.00 each month
        - The rest of your SSDI goes to C.A.R.S. as your Liability payment

If you Receive SSI (and) SSDI…

- Your SSI will be reduced to $30.00 per month (or) $0.00 per month because…
    - Your SSA Living Category will be updated to Category D because…
        - Medicaid will pay more than 50% of your care cost
- Your SSDI will remain the same each month
    - You will pay a Liability to C.A.R.S. based on your SSDI amount
    - Liability Amount (usually) equals… SSDI (minus) $52.00
        - You receive $52.00 each month
        - The rest of your SSDI goes to C.A.R.S. as your Liability payment